

## Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended and P.A. 71 of 1919, as amended.

Local Unit of Government Type <input type="checkbox"/> County <input type="checkbox"/> City <input checked="" type="checkbox"/> Twp <input type="checkbox"/> Village <input type="checkbox"/> Other		Local Unit Name Nottawa Township	County St. Joseph
Fiscal Year End June 30, 2007	Opinion Date September 25, 2007	Date Audit Report Submitted to State December 10, 2007	

We affirm that:

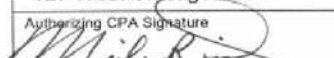
We are certified public accountants licensed to practice in Michigan.

We further affirm the following material, "no" responses have been disclosed in the financial statements, including the notes, or in the Management Letter (report of comments and recommendations).

- YES NO Check each applicable box below. (See instructions for further detail.)
- ☒ ☐ All required component units/funds/agencies of the local unit are included in the financial statements and/or disclosed in the reporting entity notes to the financial statements as necessary.
  - ☒ ☐ There are no accumulated deficits in one or more of this unit's unreserved fund balances/unrestricted net assets (P.A. 275 of 1980) or the local unit has not exceeded its budget for expenditures.
  - ☒ ☐ The local unit is in compliance with the Uniform Chart of Accounts issued by the Department of Treasury.
  - ☒ ☐ The local unit has adopted a budget for all required funds.
  - ☒ ☐ A public hearing on the budget was held in accordance with State statute.
  - ☒ ☐ The local unit has not violated the Municipal Finance Act, an order issued under the Emergency Municipal Loan Act, or other guidance as issued by the Local Audit and Finance Division.
  - ☒ ☐ The local unit has not been delinquent in distributing tax revenues that were collected for another taxing unit.
  - ☒ ☐ The local unit only holds deposits/investments that comply with statutory requirements.
  - ☒ ☐ The local unit has no illegal or unauthorized expenditures that came to our attention as defined in the *Bulletin for Audits of Local Units of Government in Michigan*, as revised (see Appendix H of Bulletin).
  - ☒ ☐ There are no indications of defalcation, fraud or embezzlement, which came to our attention during the course of our audit that have not been previously communicated to the Local Audit and Finance Division (LAFD). If there is such activity that has not been communicated, please submit a separate report under separate cover.
  - ☒ ☐ The local unit is free of repeated comments from previous years.
  - ☒ ☐ The audit opinion is UNQUALIFIED.
  - ☒ ☐ The local unit has complied with GASB 34 or GASB 34 as modified by MCGAA Statement #7 and other generally accepted accounting principles (GAAP).
  - ☒ ☐ The board or council approves all invoices prior to payment as required by charter or statute.
  - ☒ ☐ To our knowledge, bank reconciliations that were reviewed were performed timely.

If a local unit of government (authorities and commissions included) is operating within the boundaries of the audited entity and is not included in this or any other audit report, nor do they obtain a stand-alone audit, please enclose the name(s), address(es), and a description(s) of the authority and/or commission.

I, the undersigned, certify that this statement is complete and accurate in all respects.

<b>We have enclosed the following:</b>	Enclosed	Not Required (enter a brief justification)	
Financial Statements	<input checked="" type="checkbox"/>		
The letter of Comments and Recommendations	<input checked="" type="checkbox"/>	SAS 112 Internal Control	
Other (Describe)	<input type="checkbox"/>		
Certified Public Accountant (Firm Name) Norman & Paulsen, P.C.		Telephone Number 269-651-3228	
Street Address 127 West Chicago Rd.		City Sturgis	State MI
Authorizing CPA Signature 		Printed Name Michael R. Wilson CPA	Zip 49091
		License Number 1101017570	

**NOTTAWA TOWNSHIP**  
**ST. JOSEPH COUNTY, MICHIGAN**  
**FINANCIAL STATEMENTS**  
**JUNE 30, 2007**

**NOTTAWA TOWNSHIP**

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NOTTAWA TOWNSHIP

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## INDEPENDENT AUDITOR'S REPORT

To the Supervisor and  
Members of the Township Board  
Township of Nottawa  
St. Joseph County, Michigan

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Nottawa Township, Michigan, as of and for the year ended June 30, 2007, which collectively comprise the Township's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Nottawa Township, Michigan, management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statements presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Nottawa Township, Michigan, as of June 30, 2007, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis and budgetary comparison schedules, as identified in the table of contents, are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Nottawa Township's basic financial statements. The accompanying other supplemental information, as identified in the table of contents, is presented for purposes of additional analysis and is not a required part of the basic financial statements. The other supplemental information has been subjected to the auditing procedures applied in the audit of the basic financial statements, and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

September 25, 2007

*Norman & Paulsen, P.C.*

**NOTTAWA TOWNSHIP  
MANAGEMENT'S DISCUSSION AND ANALYSIS**

Our discussion and analysis of the Nottawa Township's financial performance provides an overview of the Township's financial activities for the fiscal year ended June 30, 2007. Please read it in conjunction with the Township's financial statements.

**Financial Highlights**

The Township's net assets increased \$12,807 during the fiscal year ended June 30, 2007, which represents 1.4 percent of the net asset position at the beginning of the year.

The Township's Governmental Funds reflected a total fund balance at June 30, 2007 of \$628,146, which was an increase of \$29,029 from the prior year end. The General Fund fund balance decreased by \$21,448 to \$216,361 and the Library Fund fund balance increased by \$50,477 to \$411,785.

The total Governmental Funds expenditures for the year ended June 30, 2007, amounted to \$553,947, of which \$313,427 (57 percent) was for general government, \$52,713 (9 percent) was for public safety, \$5,619 (1 percent) was for public works, and \$182,188 (33 percent) was for recreation and cultural.

**Using This Annual Report**

This annual report consists of a series of financial statements. The first two statements are government-wide financial statements that provide both long-term and short-term information about the Township's overall financial status. The remaining statements are fund financial statements that focus on individual parts of the government, reporting individual Township operations in more detail than the government-wide statements.

- \* The governmental funds statements tell how general government services were financed in the short-term as well as what remains available for future spending.
- \* Proprietary fund statements offer short-and-long-term financial information about activities the Township operates like private businesses. The Township does not have any proprietary funds.
- \* Fiduciary fund statements provide information about the financial relationships in which the Township acts solely as a trustee or agent for the benefit of others, to whom the resources in question belong.

**NOTTAWA TOWNSHIP  
MANAGEMENT'S DISCUSSION AND ANALYSIS**

**Reporting the Township as a Whole**

Our analysis of the Township as a whole begins on page 7. One of the most important questions asked about the Township's finances is, "Is the Township as a whole better off or worse off as a result of the year's activities?" The statement of net assets and the statement of activities report information about the Township as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting method used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

The two statements mentioned above, report the Township's net assets and changes in them. The reader can think of the Township's net assets - the difference between assets and liabilities - as one way to measure the Township's financial health or financial position. Over time, increases or decreases in the Township's net assets are one indicator of whether its financial health is improving or deteriorating. The reader will need to consider other nonfinancial factors, however, such as changes in the Township's property tax base and the condition of the Township's capital assets (buildings and equipment) to assess the overall health of the Township.

In the statement of net assets and the statement of activities, the Township is divided into two kinds of activities:

- \* **Governmental activities** - Most of the Township's basic services are reported here, including public safety and general administration. Property taxes and state shared revenues finance most of these activities.
- \* **Business-type activities** - The Township charges a fee to customers to help it cover all or most of the cost of certain services provided. The Township has no business-type activities.

**Reporting the Township's Most Significant Funds**

Our analysis of the Township's major funds begins on page 9. The fund financial statements begin on page 9 and provide detailed information about the most significant funds - not the Township as a whole. Some funds are required to be established by state law and by loan covenants. However, the Township board has established several other funds to help it control and manage money for particular purposes. The Township has the following kinds of funds:

**NOTTAWA TOWNSHIP  
MANAGEMENT'S DISCUSSION AND ANALYSIS**

**Reporting the Township's Most Significant Funds - Continued**

- \* **Governmental funds** - Most of the Township's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Township's general governmental operations and the basic service it provides. Governmental fund information helps the reader to determine whether there are more or fewer financial resources that can be spent in the near future to finance the Township's programs. We describe the relationship (or differences) between governmental activities (reported in the statement of net assets and the statement of activities) and the governmental funds in a reconciliation following the fund financial statements.
  
- \* **Fiduciary funds** - The Township is the trustee, or fiduciary, for certain funds. The Township is responsible for ensuring that the assets reported in these funds are used for their intended purposes. All of the Township's fiduciary activities are reported in a separate statement of fiduciary assets and liabilities. We exclude these activities from the Township's government-wide financial statements because the Township cannot use these assets to finance it's operations.

**The Township as a Whole**

The Township's combined net assets increased from a year ago, from \$932,778 to \$945,585. This was a result of maintaining low operating costs. The Township's total net asset position continues to remain strong. In a condensed format, the table below shows key financial information:



**NOTTAWA TOWNSHIP  
MANAGEMENT'S DISCUSSION AND ANALYSIS**

**The Township as a Whole - Continued**

	<u>2007</u>	<u>2006</u>
Net assets as of June 30, 2007 and 2006:		
Current and other assets	\$ 651,506	\$ 620,873
Capital assets	<u>317,439</u>	<u>333,661</u>
Total assets	968,945	954,534
Long-term debt outstanding	-	-
Other liabilities	<u>23,360</u>	<u>21,756</u>
Total liabilities	23,360	21,756
Net assets		
Invested in capital assets net of related debt	317,439	333,661
Restricted	7,344	6,150
Unrestricted	<u>620,802</u>	<u>592,967</u>
Total net assets	<u>\$ 945,585</u>	<u>\$ 932,778</u>
Changes in net assets as of June 30, 2007 and 2006:		
	<u>2007</u>	<u>2006</u>
Revenues		
Program revenues		
Charges for services	\$ 36,482	\$ 46,206
General revenues		
Property taxes	257,531	241,212
State shared revenues	176,092	179,421
Interest	14,079	10,281
Other	<u>98,792</u>	<u>81,674</u>
Total revenues	582,976	558,794
Expenses		
General government	332,636	300,349
Public safety	52,713	71,525
Public works	5,619	5,218
Recreation and cultural	<u>179,201</u>	<u>171,275</u>
Total expenses	<u>570,169</u>	<u>548,367</u>
Change in net assets	<u>\$ 12,807</u>	<u>\$ 10,427</u>

**NOTTAWA TOWNSHIP  
MANAGEMENT'S DISCUSSION AND ANALYSIS**

**Financial Analysis of the Township's Funds**

At the end of fiscal year 2007, the governmental funds reported a combined fund balance of \$628,146 which is \$29,029 more than last year. The General Fund reflected a fund balance of \$216,361 which is \$21,448 less than the previous fund balance of \$237,809. The Library Fund reflected a fund balance of \$411,785 which is \$50,477 more than the previous fund balance of \$361,308.

**General Fund Budgetary Highlights**

Over the course of the year, the Township Board amended the General Fund budget several times. Budgeted expenditures were increased by \$54,565 to better reflect actual expenditures. After these budget amendments, actual expenditures were \$60,395 below final budgeted amounts.

**Library Fund Budgetary Highlights**

Over the course of the year, the Library Board amended the Library Fund budget several times. Total budgeted expenditures remained unchanged. Actual expenditures were \$20,262 below final budgeted amounts.

**Capital Asset and Debt Administration**

**Capital Assets** - At June 30, 2007, the Township had \$317,439 invested in a broad range of capital assets including land, buildings, and various equipment. Additional information on capital assets can be found in note 5 on page 23 of the notes to the financial statements.

**Long-term Debt** - The Township has no debt obligations.

**Economic Factors and Next Year's Budgets and Rates**

The Township's budget for 2007 calls for a small increase in property taxes due to the limited allowed property value increases (the lesser of inflation or 5%). The Township also projects that State Shared Revenue will decrease about 15% compared with a 2% decrease experienced during 2006-2007.

**Contacting the Township's Management**

This financial report is intended to provide our citizens, taxpayers, customers, and investors with a general overview of the Township's finances and to show the Township's accountability for the money it receives. If you have questions about this report or need additional information, we welcome you to contact the Clerk's office.

**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

**NOTTAWA TOWNSHIP**  
**STATEMENT OF NET ASSETS**  
**JUNE 30, 2007**

	<u>Governmental Activities</u>
ASSETS	
Cash and cash equivalents	\$ 562,685
Accounts receivable	68,506
Prepaid expenses	20,315
Capital assets - net	<u>317,439</u>
Total assets	968,945
LIABILITIES	
Accounts payable	13,779
Accrued and other liabilities	4,081
Deferred revenue	<u>5,500</u>
Total liabilities	<u>23,360</u>
NET ASSETS	
Invested in capital assets, net of related debt	317,439
Restricted - other purposes	7,344
Unrestricted	<u>620,802</u>
Total net assets	<u><u>\$ 945,585</u></u>

See accompanying notes to the financial statements

**NOTTAWA TOWNSHIP**  
**STATEMENT OF ACTIVITIES**  
**YEAR ENDED JUNE 30, 2007**

		Program	Net (Expense)
		Revenues	Revenues
			And Changes
		<u>Revenues</u>	<u>In Net Assets</u>
<u>Functions/Programs</u>	<u>Expenses</u>	Charges for	Governmental
		Services	Activities
Primary government			
General government	\$ 332,636	\$ 14,917	\$ (317,719)
Public safety	52,713	18,610	(34,103)
Public works	5,619	-	(5,619)
Recreation and cultural	<u>179,201</u>	<u>2,955</u>	<u>(176,246)</u>
Total primary government	<u>\$ 570,169</u>	<u>\$ 36,482</u>	(533,687)
General revenues:			
Property taxes			257,531
State shared revenues			176,092
Interest income			14,079
Miscellaneous			<u>98,792</u>
Total general revenues			<u>546,494</u>
CHANGE IN NET ASSETS			12,807
NET ASSETS - BEGINNING OF YEAR			<u>932,778</u>
NET ASSETS - END OF YEAR			<u>\$ 945,585</u>

See accompanying notes to the financial statements

## **FUND FINANCIAL STATEMENTS**

**NOTTAWA TOWNSHIP**

**GOVERNMENTAL FUNDS  
BALANCE SHEET  
JUNE 30, 2007**

	General Fund	Library Fund	Total Governmental Funds
ASSETS			
Cash and equivalents	\$ 171,456	\$ 391,229	\$ 562,685
Accounts receivable	9,047	2,750	11,797
Due from other funds	-	-	-
Due from other governments	27,594	29,115	56,709
Prepaid expenditures	<u>20,315</u>	<u>-</u>	<u>20,315</u>
Total assets	<u>\$ 228,412</u>	<u>\$ 423,094</u>	<u>\$ 651,506</u>
LIABILITIES AND FUND BALANCE			
Liabilities			
Accounts payable	\$ 11,577	\$ 2,202	\$ 13,779
Accrued and other liabilities	474	3,607	4,081
Due to other funds	-	-	-
Deferred revenue	<u>-</u>	<u>5,500</u>	<u>5,500</u>
Total liabilities	12,051	11,309	23,360
FUND BALANCE			
Reserved for			
Special assessments	7,344	-	7,344
Unreserved			
Designated for fire protection	80,000	-	80,000
Undesignated	<u>129,017</u>	<u>411,785</u>	<u>540,802</u>
Total fund balance	<u>216,361</u>	<u>411,785</u>	<u>628,146</u>
Total liabilities and fund balance	<u>\$ 228,412</u>	<u>\$ 423,094</u>	<u>\$ 651,506</u>

See accompanying notes to financial statements

NOTTAWA TOWNSHIP

GOVERNMENTAL FUNDS

RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES  
TO NET ASSETS OF GOVERNMENTAL ACTIVITIES  
JUNE 30, 2007

Total governmental fund balances	\$	628,146
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Amounts reported for governmental activities are  
not financial resources and therefore are not  
reported in the funds.

Governmental capital assets	\$	574,566	
Less accumulated depreciation		<u>(257,127)</u>	<u>317,439</u>
Net assets of governmental activities	\$		<u><u>945,585</u></u>

See accompanying notes to financial statements



**NOTTAWA TOWNSHIP**

**GOVERNMENTAL FUNDS**

**STATEMENT OF REVENUES, EXPENDITURES, AND**

**CHANGES IN FUND BALANCES**

**YEAR ENDED JUNE 30, 2007**

	General Fund	Library Fund	Total Governmental Funds
REVENUES			
Property taxes	\$ 90,120	\$ 167,411	\$ 257,531
Tax administration fees	31,840	-	31,840
SET collection fee	6,198	-	6,198
Maint. Fee - Metro Act	3,726	-	3,726
State revenue sharing	170,370	5,722	176,092
Licenses, permits, and fines	15,133	26,670	41,803
Charges for services	18,393	2,955	21,348
Interest income	4,166	9,913	14,079
Special assessments	2,425	-	2,425
Miscellaneous	<u>7,940</u>	<u>19,994</u>	<u>27,934</u>
Total revenues	350,311	232,665	582,976
EXPENDITURES			
General government	313,427	-	313,427
Public safety	52,713	-	52,713
Public works	5,619	-	5,619
Recreation and cultural	<u>-</u>	<u>182,188</u>	<u>182,188</u>
Total expenditures	<u>371,759</u>	<u>182,188</u>	<u>553,947</u>
Excess (deficiency) of revenues over expenditures	(21,448)	50,477	29,029
FUND BALANCE - Beginning of year	<u>237,809</u>	<u>361,308</u>	<u>599,117</u>
FUND BALANCE - End of year	<u>\$ 216,361</u>	<u>\$ 411,785</u>	<u>\$ 628,146</u>

See accompanying notes to financial statements

NOTTAWA TOWNSHIP

GOVERNMENTAL FUNDS

RECONCILIATION OF THE STATEMENT OF REVENUES,  
EXPENDITURES, AND CHANGES IN FUND BALANCES OF  
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2007

Net change in fund balances - total governmental funds                 \$       29,029

Amounts reported for governmental activities in the  
statement of activities are different because:

Governmental funds report capital outlays as expenditures.  
However, in the statement of activities, the cost of those  
assets is depreciated over their estimated useful lives.

Expenditures for capital assets	33,348
Depreciation expense	<u>(49,570)</u>

Change in net assets of governmental activities                                 \$       12,807

See accompanying notes to financial statements

NOTTAWA TOWNSHIP  
FIDUCIARY FUNDS  
STATEMENT OF FIDUCIARY NET ASSETS  
JUNE 30, 2007

	<u>Tax Fund</u>
ASSETS	
Cash	<u>\$     8,505</u>
LIABILITIES	
Undistributed tax collections	<u>\$     8,505</u>

See accompanying notes to financial statements

## **NOTTAWA TOWNSHIP**

### **NOTES TO FINANCIAL STATEMENTS JUNE 30, 2007**

#### **NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies of Nottawa Township, St. Joseph County, Michigan conform to accounting principles generally accepted in the United States of America (GAAP) as applicable to townships. GAAP includes all relevant Governmental Accounting Standards Board (GASB) pronouncements. In the government-wide financial statements, Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions issued on or before November 30, 1989, have been applied unless those pronouncements conflict with or contradict GASB pronouncements, in which case, GASB prevails. The more significant accounting policies establishing GAAP and used by the Township are discussed below.

##### **Reporting Entity**

The Township was organized in 1830. The Township operates under a Board of Trustees consisting of a Supervisor, Treasurer, Clerk and two Trustees. The services rendered to residents include public safety, highways and streets, planning and zoning, and general administrative services.

As required by generally accepted accounting principles, GASB 14, these financial statements present the Township (the primary government) and its component units, entities for which the Township is considered to be financially accountable. There are no component units to be included in these financial statements.

**Basis of Accounting - Government-Wide Financial Statements -** The statement of net assets and the statement of activities display information about the Township as a whole. They include all funds of the reporting entity except for fiduciary funds. These statements distinguish between activities that are governmental and those that are considered business-type activities. Internal service fund activity is eliminated to avoid "doubling-up" revenues and expenses. The Township does not have any business-type activities or internal service fund activity.

The government-wide statements are prepared using the economic resources measurement focus and the accrual basis of accounting. This is the same approach used in preparation of the proprietary fund financial statements but differs from the manner in which the governmental fund financial statements are prepared. Therefore, governmental fund financial statements include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

**NOTTAWA TOWNSHIP**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2007**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

The government-wide statement of activities presents a comparison between expenses, both direct and indirect, and program revenues for each governmental program. Direct expenses are those that are specifically associated with a service, program or department and are therefore clearly identifiable to a particular function. Some functions, such as administrative and financial services include expenses that are, in essence, indirect expenses of other functions. Program revenues include charges paid by the recipients of the goods or services offered by the programs and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues which are not classified as program revenues are presented as general revenues. The comparison of program revenues and expenses identifies the extent to which each program is self-financing or draws from the general revenues of the Township.

Net assets should be reported as restricted when constraints placed on net asset use are either externally imposed by creditors (such as through debt covenants), grantors, contributors or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation. When both restricted and unrestricted resources are available, it is the Township's policy to use restricted resources first, then unrestricted resources as they are needed.

**Basis of Accounting - Fund Financial Statements** - Fund financial statements of the reporting entity are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, liabilities, fund equity, revenues and expenditure/expenses. Funds are organized into three major categories: governmental, proprietary and fiduciary. The focus of governmental and enterprise fund financial statements is on major funds rather than reporting funds by type. A fund is considered major if it is the primary operating fund of the Township or meets the following criteria:

- \* Total assets, liabilities, revenues or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type; and

**NOTTAWA TOWNSHIP**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2007**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

- \* Total assets, liabilities, revenues or expenditures/expenses of the individual governmental or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

Each major fund is presented in a separate column. Non-major funds are aggregated and presented in a single column. The Township does not have any proprietary funds or internal service funds.

The Township reports the following major funds:

**General Fund** - The general fund is the general operating fund of the Township. The fund is used to account for all financial transactions except those required to be accounted for in another fund. Revenues are derived primarily from property taxes, state shared revenues and charges for services.

**Special Revenue Funds**

**Library Fund** - To account for the special tax millage levied by the township for operation of the library department.

The following is a description of two major categories and various fund types within those categories into which the funds are grouped:

**Governmental Fund** - All governmental funds are accounted for using modified accrual basis of accounting and the current financial resources measurement focus. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become susceptible to accrual (i.e., when they become both measurable and available). Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable.

**NOTTAWA TOWNSHIP**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2007**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

**Revenue Recognition** - "Measurable" means the amount of the transaction can be determined and "available" means collectable within the current period or soon enough thereafter to be used to pay liabilities of the current period. The Township considers property taxes, special assessments, licenses, interest revenue and charges for sales and services as susceptible to accrual if the amount was due on or before fiscal year end and collection was within two months of year end. Reimbursements due for expenditure-driven grants are accrued as revenue at the time the expenditures are made, or when received in advance, deferred until expenditures are made. All other revenue is recognized as payments are received.

**Expenditure Recognition** - The measurement focus of governmental accounting is on decreases in net financial resources (expenditures) rather than expenses. Most expenditures are measurable and are recorded when the related fund liability is incurred. However, principal and interest on general long-term debt, which has not matured, are recognized when paid. Allocation of costs, such as depreciation and amortization, are not recognized in the governmental funds.

The following is a description of the governmental fund types of the Township:

**General Fund** - The general fund is the general operating fund of the Township. The fund is used to account for all financial transactions except those required to be accounted for in another fund. Revenues are derived primarily from property taxes, state shared revenues and charges for services.

**Special Revenue Funds** - Special revenue funds are used to account for the proceeds of specific revenue sources (other than special assessments and major capital projects) requiring separate accounting because of legal or regulatory provisions or administrative action.

**NOTTAWA TOWNSHIP**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2007**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

**Fiduciary Funds (Not Included in Government-Wide Financial Statements)** - Fiduciary funds are used to report assets held in a trustee or agency capacity for others and therefore are not available to support Township programs.

**Agency Funds** - Agency funds are used to account for assets held by the Township in a trustee capacity or as an agent for individuals, private organizations, other governments and/or other funds. The agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

**Budgets and Budgetary Accounting** - Budgets are adopted on a basis consistent with generally accepted accounting principles. Annual appropriated budgets are legally adopted for the general and special revenue funds. The Township adopts its budget in accordance with Public Act 621, the Uniform Budgeting and Accounting Act, which mandates an annual budget process and an annual appropriation act to implement the budget. The Township follows these procedures in establishing the budgetary data reflected in the financial statements:

- \* Prior to June 30, the Township Board reviews a proposed operating budget for the fiscal year commencing the following July 1. The operating budget includes proposed expenditures and the means of financing them.
- \* Public hearings are conducted at the Township hall to obtain public comments.
- \* Prior to June 30th the budget and annual appropriations act are legally adopted by the Township Board.
- \* Formal budget integration is employed as a management control device during the year for all budgetary funds.
- \* Budgetary control is exercised at the department level in the general fund, and at the total expenditure or "fund" level for the special revenue funds. Similarly, the Township's "appropriation centers" are defined at the department level in the general fund and at the total expenditure or "fund" level for the special revenue funds.



**NOTTAWA TOWNSHIP**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2007**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

- \* Budget transfers between appropriation centers or changes to appropriation center totals require formal amendment by the Township Board. Budgets for the current year are carefully reviewed throughout the year for any revisions of estimates. The legislative body amends the general appropriation act as soon as it becomes apparent this action is necessary.
- \* All budget appropriations lapse at the end of the year.
- \* Budgets as presented for the governmental funds are prepared on the modified accrual basis consistent with generally accepted accounting principles.

**Deposits and Investments** - Statutes authorize the primary government and component units to invest in the following:

- \* In bonds, securities and other obligations of the United States or agency or instrumentality of the United States.
- \* In certificates of deposit, savings accounts, deposit accounts or depository receipts of a bank which is a member of the Federal Deposit Insurance Corporation, a saving and loan association which is a member of the Federal Savings and Loan Insurance Corporation or a credit union which is insured by the National Credit Union Administration.
- \* In commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and which matures not more than 270 days after the date of purchase.
- \* In United States government or federal agency obligation repurchase agreements.
- \* In banker's acceptances of United States banks.
- \* In obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.
- \* In mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan.

Cash and cash equivalents include cash on hand, demand deposits, and short-term investments with a maturity of three months or less when acquired.

**NOTTAWA TOWNSHIP**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2007**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

**Receivables and Payables** - Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as "advances to/from other funds." All other outstanding balances between funds are reported as "due to/due from other funds." Any residual balances outstanding between the governmental activities and the business-type activities are reported in the government-wide financial statements as "internal balances".

All trade and property tax receivables are shown as net of allowance for uncollectible amounts.

Property taxes are levied on December 1 and payable without penalty in one installment before February 28. Township property taxes are recognized as revenue (and become available for appropriation) in the period for which they are levied. The Township bills and collects its own property taxes and also taxes for the county and school districts in the Township. Collections of all the taxes and remittance of them to the other taxing authorities are accounted for in the current tax fund.

The 2006 taxable value of the Township totaled \$105,060,150, on which ad valorem taxes levied consisted of .87020 mills for the general operation of the Township and 1.63510 mills for library operation.

**Prepaid Items** - Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

**Capital Assets and Depreciation** - Capital assets, which include property, plant and equipment are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the Township as assets with an initial, individual cost of more than \$2,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost of purchase or construction. Contributed assets are recorded at estimated fair market value at the date of donation. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are also capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

# NOTTAWA TOWNSHIP

## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2007

### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

	<u>Depreciable Life-Years</u>
Land improvements	15
Buildings and improvements	15-40
Machinery and equipment	5-10
Vehicles	5-10
Furniture and other	5-10

**Fund Equity** - In the fund statements, reservations of fund balance represent amounts that are not available for appropriation or are legally segregated for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

**Use of Estimates** - The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

### NOTE 2 - DEPOSITS AND INVESTMENTS

The Township's deposits and investments are included on the balance sheet under the following classifications:

	<u>Primary Government</u>
Statement of Net Assets:	
Cash and cash equivalents	\$ 562,685
Statement of Fiduciary Net Assets:	
Cash	<u>8,505</u>
Total	<u>\$ 571,190</u>
Deposits and Investments:	
Bank deposits (checking accounts and savings accounts)	\$ 441,695
Certificates of deposit	<u>129,495</u>
Total	<u>\$ 571,190</u>

NOTTAWA TOWNSHIP

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2007

NOTE 2 - DEPOSITS AND INVESTMENTS - Continued

**Deposits** - The deposits of the Township were reflected in the accounts of the bank (without recognition of checks written but not yet cleared or of deposits in transit) at approximately \$543,725. Of that amount, approximately \$338,000 was covered by federal depository insurance and \$205,725 was uninsured and uncollateralized.

The Township believes that due to the dollar amounts of cash deposits and the limits of FDIC insurance, it is impractical to insure all bank deposits. As a result, the Township evaluates each financial institution it deposits Township Funds with and assesses the level of risk of each institution; only those institutions with an acceptable estimated risk level are used as depositories.

NOTE 3 - RECEIVABLES

Receivables in the governmental activities are 83 percent due from other governments and 17 percent accounts receivable.

Accounts receivable in the governmental activities are reported net of an allowance for uncollectible accounts of -0-.

NOTE 4 - INTERFUND RECEIVABLES AND PAYABLES

Interfund receivables and payables consisted of the following at June 30, 2007:

<u>Fund</u>	<u>Receivable</u>	<u>Fund</u>	<u>Payable</u>
<u>Due from/to other funds</u>			

General	\$ <u>      -      </u>	Library	\$ <u>      -      </u>
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The Due From/To Other Fund balances resulted from temporary loans to cover cash short falls in a given fund.

**NOTTAWA TOWNSHIP**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2007**

**NOTE 5 - CAPITAL ASSETS**

Capital assets activity for the year ended June 30, 2007, was as follows:

	Balance July 1, 2006	Additions	Disposals	Balance June 30, 2007
<u>Primary Government</u>				
Governmental activities				
Capital assets, not being depreciated:				
Land	\$ 17,250	\$ -	\$ -	\$ 17,250
Capital assets, being depreciated:				
Land improvements	46,315	-	-	46,315
Buildings and improvements	148,360	-	-	148,360
Machinery and equipment	73,955	-	-	73,955
Vehicle	17,390	-	-	17,390
Furniture and other	<u>282,946</u>	<u>33,348</u>	<u>44,998</u>	<u>271,296</u>
Subtotal	568,966	33,348	44,998	557,316
Accumulated depreciation				
Land improvements	6,846	3,090	-	9,936
Buildings and improvements	53,287	3,834	-	57,121
Machinery and equipment	64,060	3,436	-	67,496
Vehicles	1,884	1,739	-	3,623
Furniture and other	<u>126,478</u>	<u>37,471</u>	<u>44,998</u>	<u>118,951</u>
Subtotal	<u>252,555</u>	<u>49,570</u>	<u>44,998</u>	<u>257,127</u>
Net capital assets being depreciated	<u>316,411</u>			<u>300,189</u>
Net capital assets	<u>\$ 333,661</u>			<u>\$ 317,439</u>

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental activities:

General government	\$ 19,209
Recreation and culture	<u>30,361</u>
Total	<u>\$ 49,570</u>

**NOTTAWA TOWNSHIP**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2007**

**NOTE 6 - RISK MANAGEMENT**

The Township is exposed to various risks of loss related to property loss, torts, errors and omissions, and employee injuries (workers' compensation), as well as medical benefits provided to employees. The Township has purchased commercial insurance for most risks of loss to which it is exposed. Settled claims relating to the commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

**NOTE 7 - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

The annual budget is adopted by the Township Board and subsequent amendments are approved by the Township Board. Unexpended appropriations lapse at year-end; encumbrances are not included as expenditures. During the current year, the budget was amended in a legally permissible manner.

The budget has been prepared in accordance with generally accepted accounting principles.

State statutes provide that a local unit shall not incur expenditures in excess of the amount appropriated. The approved budgets of the Township were adopted on a fund level basis.

During the year ended June 30, 2007, the Township incurred no expenditures in excess of the amounts appropriated at the legal level of budgetary control.

**REQUIRED SUPPLEMENTAL INFORMATION**

**NOTTAWA TOWNSHIP  
REQUIRED SUPPLEMENTAL INFORMATION  
GENERAL FUND  
BUDGETARY COMPARISON SCHEDULE  
YEAR ENDED JUNE 30, 2007**

	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Actual</u>	<u>Variance with Amended Budget</u>
REVENUES				
Property taxes	\$ 93,423	\$ 93,423	\$ 90,120	\$ (3,303)
Tax administration fees	31,000	31,840	31,840	-
SET collection fee	4,100	6,198	6,198	-
Maint. Fee - Metro Act	3,732	3,732	3,726	(6)
State revenue sharing	175,000	175,000	170,370	(4,630)
Licenses and permits	20,000	20,000	15,133	(4,867)
Charges for services	15,500	17,130	18,393	1,263
Interest income	5,000	5,000	4,166	(834)
Special assessments	2,475	2,475	2,425	(50)
Miscellaneous	<u>1,932</u>	<u>5,061</u>	<u>7,940</u>	<u>2,879</u>
Total revenues	352,162	359,859	350,311	(9,548)
EXPENDITURES				
General government	291,249	345,731	313,427	32,304
Public safety	72,565	72,648	52,713	19,935
Public works	<u>13,775</u>	<u>13,775</u>	<u>5,619</u>	<u>8,156</u>
Total expenditures	<u>377,589</u>	<u>432,154</u>	<u>371,759</u>	<u>60,395</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(25,427)	(72,295)	(21,448)	50,847
FUND BALANCE - BEGINNING OF YEAR	<u>237,809</u>	<u>237,809</u>	<u>237,809</u>	<u>-</u>
FUND BALANCE - END OF YEAR	<u>\$ 212,382</u>	<u>\$ 165,514</u>	<u>\$ 216,361</u>	<u>\$ 50,847</u>



NOTTAWA TOWNSHIP  
REQUIRED SUPPLEMENTAL INFORMATION  
LIBRARY FUND  
BUDGETARY COMPARISON SCHEDULE  
YEAR ENDED JUNE 30, 2007

	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Actual</u>	<u>Variance with Amended Budget</u>
REVENUES				
Property taxes	\$ 171,784	\$ 171,784	\$ 167,411	\$ (4,373)
State revenue sharing	2,600	2,600	5,722	3,122
Fines	24,000	24,000	26,670	2,670
Charges for services	2,500	2,500	2,955	455
Interest income	4,700	4,700	9,913	5,213
Miscellaneous	<u>14,400</u>	<u>14,400</u>	<u>19,994</u>	<u>5,594</u>
Total revenues	219,984	219,984	232,665	12,681
EXPENDITURES				
Recreation and cultural	<u>202,450</u>	<u>202,450</u>	<u>182,188</u>	<u>20,262</u>
EXCESS OF REVENUES OVER EXPENDITURES	17,534	17,534	50,477	32,943
FUND BALANCE - BEGINNING OF YEAR	<u>361,308</u>	<u>361,308</u>	<u>361,308</u>	<u>-</u>
FUND BALANCE - END OF YEAR	<u>\$ 378,842</u>	<u>\$ 378,842</u>	<u>\$ 411,785</u>	<u>\$ 32,943</u>

## OTHER SUPPLEMENTAL INFORMATION

**NOTTAWA TOWNSHIP**  
**GENERAL FUND**  
**COMPARATIVE BALANCE SHEET**  
**JUNE 30, 2007 AND 2006**

ASSETS

	<u>2007</u>	<u>2006</u>
Cash and cash equivalents	\$ 171,456	\$ 201,472
Accounts receivable	9,047	297
Due from other governmental units	27,594	30,887
Due from other funds	-	-
Prepaid expenditures	<u>20,315</u>	<u>19,823</u>
Total assets	<u>\$ 228,412</u>	<u>\$ 252,479</u>

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts payable	\$ 11,577	\$ 14,165
Accrued payroll and taxes	474	505
Due to other governmental units	<u>-</u>	<u>-</u>
Total liabilities	12,051	14,670

FUND BALANCE

Reserved for special assessments	7,344	6,150
Unreserved		
Designated for fire protection	80,000	60,000
Undesignated	<u>129,017</u>	<u>171,659</u>
Total fund balance	<u>216,361</u>	<u>237,809</u>

Total liabilities and fund balance	<u>\$ 228,412</u>	<u>\$ 252,479</u>
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# NOTTAWA TOWNSHIP

## GENERAL FUND STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL YEAR ENDED JUNE 30, 2007

With Comparative Actual Amounts for Year Ended June 30, 2006

	2007			2006
	Budget	Actual	Variance- Favorable (Unfavorable)	Actual
REVENUES				
Property taxes	\$ 93,423	\$ 90,120	\$ (3,303)	\$ 87,132
Tax administration fee	31,840	31,840	-	27,397
SET collection fee	6,198	6,198	-	6,068
Maint. fee - Metro Act	3,732	3,726	(6)	3,744
State revenue sharing	175,000	170,370	(4,630)	174,193
Licenses and permits	20,000	15,133	(4,867)	23,015
Charges for services	17,130	18,393	1,263	20,190
Interest income	5,000	4,166	(834)	4,666
Special assessments	2,475	2,425	(50)	2,425
Miscellaneous	<u>5,061</u>	<u>7,940</u>	<u>2,879</u>	<u>4,850</u>
Total revenues	359,859	350,311	(9,548)	353,680
EXPENDITURES				
Township Board	116,938	90,912	26,026	84,109
Elections	5,807	5,807	-	1,079
Supervisor/Assessor	60,951	60,560	391	58,409
Clerk	41,312	39,990	1,322	40,526
Board of Review	1,203	1,140	63	1,115
Treasurer	39,799	38,834	965	36,719
Township Hall	14,337	13,729	608	23,049
Cemetery	65,384	62,455	2,929	59,457
Fire Protection	50,000	35,573	14,427	47,000
Building code	20,333	15,600	4,733	21,625
Planning/zoning	2,315	1,540	775	2,900
Highways	10,100	3,780	6,320	3,780
Special assessments	2,475	1,000	1,475	610
Street lighting	<u>1,200</u>	<u>839</u>	<u>361</u>	<u>828</u>
Total expenditures	<u>432,154</u>	<u>371,759</u>	<u>60,395</u>	<u>381,206</u>
Excess (deficiency) of revenues over expenditures	(72,295)	(21,448)	50,847	(27,526)
FUND BALANCE - Beginning of year	<u>237,809</u>	<u>237,809</u>	<u>-</u>	<u>265,335</u>
FUND BALANCE - End of year	<u>\$ 165,514</u>	<u>\$216,361</u>	<u>\$ 50,847</u>	<u>\$237,809</u>

**NOTTAWA TOWNSHIP**  
**LIBRARY FUND**  
**COMPARATIVE BALANCE SHEET**  
**JUNE 30, 2007 AND 2006**

ASSETS

	<u>2007</u>	<u>2006</u>
Cash and cash equivalents	\$ 391,229	\$ 343,006
Accounts receivable	2,750	-
Due from other funds	-	-
Due from other governmental units	<u>29,115</u>	<u>25,388</u>
Total assets	<u>\$ 423,094</u>	<u>\$ 368,394</u>

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts payable	\$ 2,202	\$ 1,571
Accrued payroll and taxes	3,607	4,115
Due to other funds	-	-
Deferred revenue	<u>5,500</u>	<u>1,400</u>

Total liabilities	11,309	7,086
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FUND BALANCE	<u>411,785</u>	<u>361,308</u>
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Total liabilities and fund balance	<u>\$ 423,094</u>	<u>\$ 368,394</u>
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**NOTTAWA TOWNSHIP**

**LIBRARY FUND  
STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL  
YEAR ENDED JUNE 30, 2007**

**With Comparative Actual Amounts for Year Ended June 30, 2006**

	<u>2007</u>		Variance- Favorable (Unfavorable)	2006 Actual
	<u>Budget</u>	<u>Actual</u>		
REVENUES				
Property taxes	\$ 171,784	\$167,411	\$ (4,373)	\$154,080
State revenue sharing	2,600	5,722	3,122	5,228
Penal fines	24,000	26,670	2,670	20,767
Charges for services	2,500	2,955	455	3,001
Interest income	4,700	9,913	5,213	5,615
Miscellaneous	<u>14,400</u>	<u>19,994</u>	<u>5,594</u>	<u>16,424</u>
Total revenues	219,984	232,665	12,681	205,115
EXPENDITURES				
Wages - full time	62,500	62,500	-	59,700
Wages - part time	36,500	33,606	2,894	30,873
FICA expense	8,000	7,326	674	6,929
Magazines	1,600	1,540	60	1,220
Recreation program	3,600	3,319	281	2,190
Operating supplies	6,500	5,772	728	4,197
Contractual services	7,000	7,517	(517)	6,558
Communications	2,500	2,237	263	1,755
Internet	1,200	1,275	(75)	1,045
Utilities	6,000	4,292	1,708	4,849
Transportation	650	489	161	618
Insurance	4,000	3,662	338	3,662
Repairs and maintenance	5,200	5,332	(132)	2,744
Building improvements	9,000	3,770	5,230	5,017
Inservice and training	1,600	175	1,425	557
Printing	1,700	-	1,700	1,122
Miscellaneous	1,400	1,484	(84)	777
Books and videos	33,500	33,348	152	26,638
Equipment	<u>10,000</u>	<u>4,544</u>	<u>5,456</u>	<u>7,641</u>
Total expenditures	<u>202,450</u>	<u>182,188</u>	<u>20,262</u>	<u>168,092</u>
Excess (deficiency) of revenues over expenditures	17,534	50,477	32,943	37,023
FUND BALANCE - Beginning of year	<u>361,308</u>	<u>361,308</u>	<u>-</u>	<u>324,285</u>
FUND BALANCE - End of year	<u>\$ 378,842</u>	<u>\$411,785</u>	<u>\$ 32,943</u>	<u>\$361,308</u>



**Norman & Paulsen, P.C.**

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**Members of the Township Board  
Township of Nottawa, Michigan**

In planning and performing our audit of the financial statements of Nottawa Township, Michigan for the year ended June 30, 2007, in accordance with auditing standards generally accepted in the United States of America, we considered its internal control as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control. Accordingly, we do not express an opinion on the effectiveness of the Township's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or a combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control. We consider the following deficiencies to be significant deficiencies in internal control:

All Michigan governments are required to prepare financial statements in accordance with generally accepted accounting principals (GAAP). This is a responsibility of the Township's management. The preparation of financial statements in accordance with GAAP requires internal controls over both (1) recording, processing, and summarizing accounting data (i.e., maintaining internal books and records), and (2) reporting government-wide and fund financial statements, including the related footnotes (i.e., external financial reporting). As is the case with most small and medium-sized entities, the Township has historically relied on its independent external auditors to assist in the preparation of the government-wide financial statements and footnotes as part of its external financial reporting process. Accordingly, the Township's ability to prepare financial statements in accordance with GAAP is based, in part, on its reliance on its external auditors, who cannot, by definition, be considered a part of the government's internal controls. This condition was caused by the Township's determination that it is more cost effective to outsource the preparation of its annual financial statements to the auditors than to incur the time and expense of obtaining the necessary training and expertise required for the Township to perform this task internally.

A material weakness is a significant deficiency, or a combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Township's internal control. We believe that the deficiencies described above are material weaknesses.

This communication is intended solely for the information and use of the Board and others within the organization. This restriction is not intended to limit the distribution of the report, which is a matter of public record.

*Norman & Paulsen, P.C.*

September 25, 2007